



Fort Sill Equal Employment Opportunity (EEO) Newsletter

Volume 1, Issue 1

1 October 2013

This Issue

The Inaugural EEO Issue

Non-Discrimination Policy

October is National Disability Employment Awareness Month

EEO Personnel

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From the EEO Officer



Welcome to the inaugural issue of the EEO Office Newsletter published with a desire to incorporate new ways to inform, educate, and enlighten the workforce on EEO related issues. This issue and subsequent ones to be published quarterly, posit information on the numerous EEO topics, complaint procedures, statutory guidance and cases, and helpful observations to inform a diverse workforce deserving of work environments free of harassment, hostility, discrimination, and reprisal. Diversity produces conflict, and it is good, when the results produce workable, sensible results based on respect and inclusion of everyone's opinion.

The key to inclusion is knowledge and communication which we hope enhances the workplace environment. This introductory issue is filled with relevant information that we trust will have you eagerly looking for the next issue.

Fort Sill employs over 3,300 federal civilian employees. The garrison's complex needs rest squarely on these dedicated and hard-working individuals. With increasing expectation on governmental institutions, while living a fundamentally changed fiscal reality, the installation must continue to position itself to attract, develop and retain a high quality workforce. Equal employment opportunity is integral to accomplishing this goal. Equal opportunity exists when workplace decisions, practices, and procedures are made in a respectful, fair, and non-discriminatory manner. October begins the new fiscal year and is the time the EEO staff prepares

Fort Sill's Annual EEO Status Report in accordance with Management Directive (MD) 715. This report to the Equal Employment Opportunity Commission has three purposes: 1) Identifies program deficiencies and barriers to achieving a model EEO program, 2) Delineates planned actions necessary to address or eliminate program deficiencies and barriers, and 3) Outlines the installation's accomplishments toward rectifying program deficiencies and barriers. As in previous years, we look forward to working with managers and supervisors as we prepare the report that reflects the great work done by the Fort Sill workforce. This newsletter will be on our website <http://sill-www.army.mil/USAG/eeo/index.html> the first day of each quarter. Your comments, suggestions, and contributions are especially welcomed. We are always appreciative of constructive feedback that benefits this garrison and the workforce.

Fort Sill EEO Policy

Workplace discrimination adversely affects the command by undermining productivity and professionalism; it insults individual dignity, and may, depending on the extent and severity of the misconduct, violate civil rights statutes. All employees have the right to work in an environment free from discrimination and be judged solely on the basis of merit and ability regardless of race, color, national origin, genetics, sex, age, religion, disability or reprisal. A workplace free from unlawful discrimination and representative of our nation's diversity is fundamental to team cohesion and mission accomplishment.



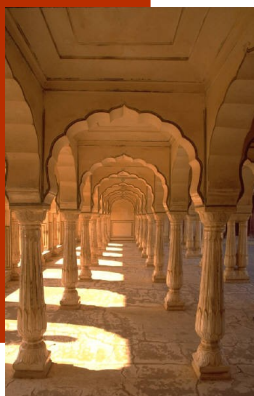
The art of listening
involves all of our being.
-Linda Field

*"Four score and seven
years ago our fathers
brought forth on this
continent, a new nation,
conceived in Liberty, and
dedicated to the
proposition that all men
are created equal."*

-Abraham Lincoln

The word
listen
contains the
same letters as
the word
silent.

-Alfred Brendel



Discrimination Complaint

Know Your Rights

Any employee, former employee, applicant for employment, or certain contract employees who believe they have been discriminated against because of their race, color, religion, sex, national origin, genetic information, age (40 years and older), physical or mental disability and/or reprisal/retaliation for participating in activities protected by the civil rights statutes, subject to the control of the Army, and wish to initiate an EEO complaint, must contact the Fort Sill EEO Office within **45 calendar days** of the alleged discrimination to proceed with the EEO complaint process.

An allegation of discrimination may result from any employment issue of action—hiring, promotion, time and attendance, work environment, training, appraisal, discipline, firing, layoffs, or terms privileges, conditions, and benefits of employment.

Additional Rights

- The right to choose participation in Alternate Dispute Resolution (ADR), if deemed appropriate, or traditional EEO counseling.
- The right to be accompanied, represented, and advised by a representative of your choice throughout the EEO complaint process.
- The right to remain anonymous during the precomplaint process; however, if you choose to participate in ADR, you cannot remain anonymous.
- The right to amend a pending formal complaint by adding incidents of claims that are like or related to those raised in the pending complaint at any time prior to the completion of the investigation.

Federal Employees and Job Applicants

The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. These laws protect you against employment discrimination when it involves:

- Unfair treatment because of your **race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.**
- Harassment by managers, co-workers, or others in your workplace, because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
- Denial of a reasonable workplace accommodation that you need because of your religious beliefs or disability.
- Retaliation because you complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.

National Disability Employment Awareness Month

“Because We Are *EQUAL* to the Task”

The theme this year reflects the reality that people with disabilities have the education, training, experience and desire to be successful in



Kathy Martinez, Assistant Secretary of Labor

the workplace. National Disability Employment Awareness Month raises awareness about disability

employment issues and celebrates the many and wide-ranging contributions of people with disabilities. Workplaces welcoming of the talents of all people, including those with disabilities, are a critical part of efforts to build an inclusive community and strong economy.

This year's theme echoes the message of ODEP's ongoing Campaign for Disability Employment to promote positive employment outcomes for people with disabilities and expand ideas about what youths with disabilities can do when they receive encouragement and support for their ambitions. Conducted in collaboration with business and disability organizations, the campaign emphasizes

that, at work, it is what people can do that matters. More information about the Campaign for Disability Employment is available at <http://www.whatcanyoudocampaign.org>.

People with disabilities belong to a diverse group, crossing lines of age, ethnicity, gender, race, sexual orientation, and socioeconomic status. This is also the only minority group that anyone can become a member of at any time.

Please visit <http://www.dol.gov/odep/topics/ndeam/employers.htm> for ideas on how employers and employees can participate in National Disability Employment Awareness Month.

"When I was growing up, many people doubted what I could do just because I was blind. But because I had people in my life who instilled in me an expectation of work and showed me opportunities to be successful, I completed college and became known for what I can do"
Kathy Martinez, Assistant Secretary of Labor

Reasonable Accommodation

Title I of the American with Disabilities Act requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."

The duty to provide reasonable accommodation is a fundamental statutory requirement because of the nature of discrimination faced by individuals with disabilities. Although many individuals with disabilities can apply for and perform jobs without any reasonable accommodations, there are workplace barriers that keep others from performing jobs which they

could do with some form of accommodation. These barriers may be physical obstacles (such as inaccessible facilities or equipment), or they may be procedures or rules (such as rules concerning when work is performed, when breaks are taken, or how essential or marginal functions are performed). Reasonable accommodation removes workplace barriers for individuals with disabilities.

Reasonable accommodation is available to qualified applicants and employees with disabilities.⁽⁵⁾ Reasonable accommodations must be provided to qualified employees regardless of whether they work part-time or full-time, or are considered "probationary." Generally, the individual with a disability must inform the employer that an accommodation



Service animal accommodation

is needed.

Please visit the EEO website <http://sill-www.army.mil/USAG/eo/index.html> for additional information on reasonable accommodation. Specifically, click on Forms then on Reasonable Accommodation Training Handout.



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Hours of Operation

Monday — Friday 7:30 a.m. to 4 p.m.

MISSION

Manage the civilian Equal Employment Opportunity program, ensuring a workplace environment that is free of illegal discrimination and fosters equality and opportunity for everyone.

VISION STATEMENT

The installation leadership is committed to respect, fairness and equality for all civilian employees by ensuring a professional work environment free from unlawful discrimination.

Equal Employment Opportunity (EEO) is provided to all qualified persons, on the basis of merit factors. Discrimination is prohibited because of race, color, religion, gender, age (above 40), mental and physical handicapping conditions, and national origin and reprisal.

Have an EEO question? Ask EEO via email from our website:

<http://sill-www.army.mil/USAG/eeo/index.html>



Ms. Matline Butler-Liverman
EEO Manager



Mr. Efrain Robles Molina
EEO Specialist



Mr. Jose F. Saucedo
EEO Specialist

“The best way to resolve any problem in the human world is for all sides to sit down and talk.”

Dalai Lama